

CONTROL NO.	PRINTING/DISTRIBUTION REQUEST		Security Classification	Completion Date (ISS Use ONLY)
Requested By			Date Submitted	Date Required
Office Symbol	Building Room Number		Mail Stop 20523 -	Telephone Ext.
I. PRINTING				
Document Title or Description		No. of Pages	Finished Size	Quantity Print <input type="checkbox"/> 1 side <input type="checkbox"/> 2 sides
Printing Instructions				
<input type="checkbox"/> Duplicating <input type="checkbox"/> Offset <input type="checkbox"/> Staple <input type="checkbox"/> Assemble <input type="checkbox"/> Punch/Drill <input type="checkbox"/> Wrap <input type="checkbox"/> Other (Specify)			Other:	
Special Printing Instructions				
II. DISTRIBUTION (see attached page for instructions)				
List Name	List Number	Attention Clause		Date Received (ISS Use ONLY)
III. DELIVER EXTRA COPIES TO				
Name	Office Symbol	Room Number	Building	Telephone Ext.
IV. APPROVING OFFICIAL				
Typed Name	Title	Signature		

Extra Comments/Printing Instructions